



SO YOU WANT TO START A BUSINESS...

The City of Monroe welcomes your business to our community. The following is designed to provide general information and assistance to new businesses.

Zoning Questions: To ensure that the building you plan to use can house the type of business you plan to open contact the Code Department at (770) 207-4674 or codedept@monroega.gov. Hours 8:00 a.m.-4:00 p.m., Monday-Friday.

General Occupation Tax Certificate (Business License): In order to operate a business in Monroe, you will need to fill out an application for an Occupation Tax Certificate at the Code Department. Occupation Tax Certificates must be renewed annually. The fee is based on the number of employees in the business.

City Building Permit: Before constructing, enlarging, altering, demolishing, moving, repairing, or changing a building in any way, including electrical, plumbing, or mechanical (heat and vents), you must fill out an Application for a Building Permit at the Code Department. The Building Inspector must be sure your use complies with zoning regulations for your location and that the submitted and applied-for changes comply with state-adopted codes and standards.

Utility Service: Monroe is a full-service city providing all utilities for customers. To connect utilities, contact City Hall at (770) 267-7536 and complete an application for service.

Sign Ordinance: Business Signs must conform to city sign regulations. A sign permit must be obtained from the Code Department.

Personal Property Tax Return: New businesses should file a personal property tax return with the Tax Assessor Office. Returns should be filed January or February of the year following the date the business opens. Contact the Walton County Tax Assessor at (770) 267-1352.

Local Beer and Wine Certificate: In order to sell beer or wine at your business, you must have a Beer and Wine Tax Certificate. Applications are available at the Code Department. All applications for the sale of alcoholic beverages must be approved by the City Council. To sell alcoholic beverages, a business must also have a State Alcoholic Beverage Tax Certificate. For more information, contact the Georgia Department of Revenue (706) 389-6977.

Property Tax Returns: A new business that owns real property should file a property tax return with the Tax Commissioner's Office in January or February of the year following the date the business opens. Contact Walton County Tax Commissioner at (770) 266-1736.

Georgia Sales Tax Number and Reporting: Businesses may be required to collect sales tax under certain conditions. If your business collects sales tax you must obtain a sales tax number and file reports with the State of Georgia as required. Contact State of Georgia Department of Revenue at (706) 389-6977.

Federal Tax I.D. Number (EIN): Businesses desiring to obtain a federal Employer Identification Number (EIN) for reporting purposes such as submitting payroll taxes. Contact Internal Revenue Service at (404) 338- 7962.

Walton County Environmental Health Department Food Permit: If you plan to sell food prepared on your premises, you must meet with the Walton County Environmental Health Department and the City of Monroe Utility Inspector for grease trap compliance. The City of Monroe will not issue an Occupation Tax Certificate until you have a Food Service Permit. This permit is required by the State of Georgia and is issued by the Walton County Environmental Health Department. Contact for Walton County Environmental Health Department is (770) 207-4125. Contact for City of Monroe Utility Inspector is (770) 266-5393.

Assistance in Locating a Downtown Business Site: The Monroe Downtown Development Authority can help you locate available downtown, professional, office, retail, and restaurant space, storefront design assistance, sources of grants, information incentive programs, and details on state and federal rehabilitation tax credits. Visit www.monroedowntown.com for more information.

Important Contacts:

City Hall, 770.267.7536

City Code Office, 770.207.4674

City Utilities Department, 770.267.3429

Public Works, 770.267.3429

Downtown Development Authority, 770.266.5331